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UNITED STATES CIVIL SERVICE COMMISSION

FEDERAL PERSONNEL MANUAL SYSTEM

LETTER

Washington, D.C. 20415

February 27, 1970

FPM LETTER NO. 713-15

**SUBJECT:** Equal Opportunity for Women--Responsibilities of Director  
of Equal Employment Opportunity and Women's Program Coordinator

*Heads of Departments and Independent Establishments:*

Assurance of equal employment opportunity for women is an integral part of the Government's overall equal employment opportunity program. Executive Order 11478 prohibits discrimination on the basis of sex as it does on the basis of race, color, religion or national origin, and in requiring affirmative action to assure equal opportunity the Order makes no distinction among these factors.

Consistent with the intent of the Executive order, we believe that equal employment opportunity for women can be best assured by integrating the Federal Women's Program fully with an agency's overall equal employment opportunity program. It is the responsibility of the agency head to make sure that women are assured equal opportunity in every aspect of the agency's personnel management program. We consider it the responsibility of the Director of Equal Employment Opportunity, reporting to the agency head, to be personally responsible for providing leadership to the agency's program for assuring equal opportunity to women as he is for providing such assurance as regards persons of different racial, religious, and national backgrounds.

At the same time we recognize there are unique concerns involving equal opportunity for women which require special attention. The Director of Equal Employment Opportunity, therefore, should have on his staff either a coordinator for the Federal Women's Program (part-time or full-time as the situation demands) or a Federal Women's Program Committee, to advise him on the special concerns of women and to assure that necessary specific actions are taken regarding equal opportunity for women. In selecting a Federal Women's Program Coordinator for the staff of the Director of Equal Employment Opportunity, particular consideration should be given to persons with empathy for and understanding of the special concerns of women in the employment situation. The right person will provide the kind of input to the Director of Equal Employment Opportunity which will help assure equal opportunity for women employees and applicants.

**INQUIRIES:** Office of Federal Equal Employment Opportunity, code 101,  
extension 26257 or 63-26257

**CSC CODE** 713, Equal Opportunity

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The assignment of responsibility to a Women's Coordinator or a Women's Committee does not in any way diminish the overall responsibility of a Director of Equal Employment Opportunity for affirmative action to assure equal opportunity for women but should be of special assistance to the Director in carrying out responsibility for the Federal Women's Program. Women's Coordinators or Committees should also be established in major organizational units and field installations of the agency to assist Equal Employment Opportunity Officers in those units.

This instruction supersedes the instruction in FPM Letter 713-8 regarding organization for the Federal Women's Program. Henceforth all affirmative action efforts assuring equal employment opportunity should apply to women along with persons of various races, colors, religions, and nationalities and should become an integral part of the agency's personnel management program. The separate action plan for women as required by FPM Letter 713-8 has been superseded by this instruction and by CSC Bulletin 713-12 which calls for an overall action plan applicable to all employees and applicants regardless of race, color, religion, sex or national origin.

So that we may keep up to date on your organization on equal employment opportunity, please send us the name of the person whom you have designated as the Federal Women's Program Coordinator for the agency headquarters level (or the name of the committee chairman if a committee has been designated for this purpose). Send this information to the Director, Federal Equal Employment Opportunity (Operations), U.S. Civil Service Commission, Room 7520, 1900 E Street, NW, Washington, D.C. 20415.



Nicholas J. Oganovic  
Executive Director